

POLICY AGAINST HARASSMENT

1. Objective

The purpose of this policy is to implement measures for preventing and countering harassment and violence. Its goal is also to maintain a healthy working environment and harmonious relations. The policy must be read together with CAE's Code of Business Conduct.

Specific cases of harassment are treated seriously, with sensitivity and, whenever circumstances permit, confidentially.

2. Effective date

Creation date: March 1, 1995
Last review date: October 1, 2009
Effective date: October 1, 2009

3. Eligibility

- 3.1 This policy applies to all employees:
- From CAE Montreal, CAE Mirabel, a Canadian military base or a Canadian training center;
 - Salaried or unionized;
 - Permanent, temporary or on-call;
 - Full-time or part-time.
- 3.2 This policy also applies to anyone working as a volunteer and to people having business relations with CAE employees (e.g. suppliers, clients, consultants, sub-contractors and visitors).

4. Definitions

4.1 Harassment

Inappropriate conduct manifested in the form of behaviour, words, acts or repeated actions that are hostile or unwelcome, which negatively affect a person's psychological or physical dignity or integrity and which results, for this person, in a negative work place.

One single serious incident can also be considered harassment if it has a negative impact and has ongoing negative consequences for the person.¹

For the purposes of this policy, this definition encompasses all forms of harassment, including racial, sexual and psychological harassment.

¹ This explanation stems from the definition of psychological harassment established in the *Act Respecting Labour Standards*.

4.2 Plaintiff

Any individual who believes he has been a victim of harassment and who files a complaint.

4.3 Respondent

Any individual against whom a complaint of harassment is filed.

5. Guidelines

- 5.1 CAE does not tolerate any form of harassment in the work place, takes the appropriate preventive measures to avoid harassment and, when necessary, makes the corrections to have it stopped.
- 5.2 The use of managerial rights does not constitute harassment. Such is the case of management of discipline, work performance, task distribution, absenteeism and enforcement of disciplinary or administrative measures.
- 5.3 An individual who feels he has been the victim of harassment must issue a written complaint (see sections 6 and 7 of this policy). Filing of such a complaint will not negatively impact the plaintiff or lead to reprisals.
- 5.4 All information pertaining to a complaint, including the identity of the individuals implicated, is dealt with confidentially by all parties involved, unless the disclosure of this information is necessary to conducting an investigation, taking disciplinary or administrative measures or any other measure deemed appropriate based on the circumstances or if the disclosure is required by law or by an order of the court.
- 5.5 No information pertaining to the harassment complaint is entered into the plaintiff's personal file.
- 5.6 An individual found responsible of harassment assumes the consequences of these actions. Disciplinary or administrative measures or any other measure deemed appropriate based on the circumstances may be taken against this individual (e.g. written notice and dismissal). This information is then placed in his personal file.
- 5.7 The processing of a complaint is executed with diligence in order to intervene quickly and prevent the work climate from deteriorating. To that effect, the collaboration of all individuals involved (e.g. plaintiff, respondent and witnesses) is necessary.
- 5.8 A plaintiff who makes accusations of harassment in an abusive manner or with the intention of having a negative impact on another person exposes himself to disciplinary or administrative measures or any other measure deemed appropriate based on the circumstances.
- 5.9 When an individual believes he has been the victim of harassment, he must express clearly his disagreement and ask the respondent to stop this behaviour. If the situation persists, the plaintiff must advise his Human Resources Business Partner.
- 5.10 This policy must be read and interpreted in its entirety; each section must be interpreted in its relation to the other.

6. Procedures

6.1 Complaint resolution procedure

- 6.1.1 An individual who believes to have been the victim of harassment and who wishes to issue a complaint must do so directly with the Human Resources Business Partner within ninety (90) days following the last incident of harassment. The plaintiff may call upon another Human Resources Business Partner if he desires.
- 6.1.2 All complaints must be issued in writing using the Harassment Complaint Form (#7070). The Human Resources Business Partner may help the plaintiff prepare the complaint if necessary. The complaint form must include a description of the facts, identify the respondents and witnesses and must be signed.
- 6.1.3 If required, the Human Resources Business Partner may call upon any other individual deemed necessary, including the Human Resources Vice President.
- 6.1.4 The Human Resources Business Partner verifies the validity and gravity of the accusations by beginning an appropriate investigation within a reasonable delay following the deposit of the written complaint. Necessary means to conduct the investigation are taken (e.g. ask to sign a statement of the reported facts and record meetings). Should the plaintiff or the respondent be unionized, the Human Resources Business Partner investigates in collaboration with the Union.
- 6.1.5 Once the investigation has been completed, the Human Resources Business Partner decides, if necessary, the disciplinary or administrative measures to be taken or any other measure deemed appropriate based on the circumstances.
- 6.1.6 No later than forty-five (45) days following the investigation, the Human Resources Business Partner informs the plaintiff, the respondent and, if applicable, the Union of the results of the investigation.

7. Responsibilities of the individuals involved

7.1 Human Resources Business Partner

- 7.1.1 Takes the necessary measures for preventing and ceasing harassment.
- 7.1.2 Receives the complaints.
- 7.1.3 Initiates an investigation within a reasonable timeframe following the deposit of a complaint in order to determine its validity.
- 7.1.4 If applicable, makes a decision regarding the disciplinary or administrative measures that should be taken or any other measure deemed appropriate based on the circumstances following the investigation.
- 7.1.5 Informs the respondent and the plaintiff of the results of the investigation.
- 7.1.6 Remains objective and impartial.
- 7.1.7 Takes the necessary measures to protect the confidentiality of the information pertaining to the complaint.

7.2 Management

- 7.2.1 As much as possible, ensures that the work environment within his department is free of harassment.
- 7.2.2 Informs the Human Resources Business Partner of any incident of harassment.
- 7.2.3 Makes sure that the plaintiff is not made the subject of reprisals following the issuance of a complaint made in good faith.
- 7.2.4 If applicable, applies disciplinary or administrative measures or any other measures deemed appropriate based on the circumstances following the recommendations of the Human Resources Business Partner.

7.3 Plaintiff

- 7.3.1 Immediately notifies the respondent of his disagreement with his conduct.
- 7.3.2 Files a written complaint to his Human Resources Business Partner by filling out the Harassment Complaint Form (#7070) in compliance with the Complaint Resolution Procedure (article 6.1 of this policy).

7.4 Witness

- 7.4.1 Notifies without delay the Human Resources Business Partner of any incident of harassment.

7.5 Respondent

- 7.5.1 Collaborates actively with the Human Resources Business Partner throughout the investigation.
- 7.5.2 Participates in the search for solutions, when applicable, and contributes to the application of the prescribed measure.

8. Responsibility for policy administration

- 8.1 The Human Resources department is responsible for developing, updating, managing and communicating this policy, and for providing support to employees and their superior in its interpretation.
- 8.2 The employee and his superior are responsible for the application of this policy.